

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
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## Installations

### UTILIZATION AND REPORTING OF MILITARY PERSONNEL PERFORMING DUTIES OUTSIDE THEIR REGULARLY ASSIGNED FUNCTION SPECIAL DUTY/DETAIL/UNIT TASKING

The word "he" when used in this directive represents both masculine and feminine genders, unless only the feminine gender applies.

**Summary.** This regulation establishes policies, procedures, responsibilities, and reporting requirements for the use of military personnel away from their parent unit to perform either MOS-related or nonrelated duties.

**Scope.** The provisions of this regulation apply to military personnel only and relate to augmentation positions, special duty, detail, mission/unit tasking, and staff duty officers; assignment and utilization of "other" personnel; and reporting of borrowed military manpower, but do not apply to personnel tasking for training requirements.

**Applicability.** This regulation applies to all units, directorates, staff offices, and tenants at Fort Knox that have any involvement in requesting, supplying, using, and/or reporting on the use of military personnel described above.

**Suggested improvements.** The proponent for this regulation is the Office of the Director of Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) thru channels to Cdr, USAARMC, ATTN: ATZK-RM-FM, Fort Knox, KY 40121-5000.

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## CHAPTER 1

## GENERAL

1-1. RESPONSIBILITIES. Specific responsibilities for the total program are divided among Directorate of Resource Management (DRM), Directorate of Plans, Training, and Mobilization (DPTM), and Directorate of Personnel and Community Activities (DPCA), and are as follows:

a. DRM. Validates and publishes augmentation TDA; documents approved "other" U.S. personnel on TDA; requests changes and publishes consolidated current list of "other" U.S. personnel and units responsible for supplying those personnel; defines and describes requirements for reporting borrowed military manpower in compliance with TRADOC and FORSCOM directives, and for personnel management requirements of this headquarters.

b. DPTM. As the central tasking agency, DPTM manages and controls authorizations for military details and special duty except for augmentation requirements and "other" U.S. personnel; receives all requests for military details and special duty and recommends approval or disapproval; determines/recommends unit to be tasked (when necessary, specifies position TDA/MTOE paragraph, line number, and title to fill requirement) for all special duty approvals, to include positions authorized on the augmentation TDA; and requests orders, as necessary, for personnel selected to fill special duty or augmentation positions. In addition, DPTM maintains current records of all military personnel tasking (augmentation, special duty, detail).

c. DPCA. Makes specific comments and recommendations on DRM staff studies regarding proposed TDA augmentation positions; suggests alternative use of details or mission tasking; proposes modification of requested grade and MOS/specialty code; advises on current and projected criticality of MOS/specialty code requested; and provides an enlisted MOS inventory to DPTM each month for special duty/detail proration.

d. Requesting activities. All users or potential users of military personnel in excess of their authorized strength must make every effort to resolve internal workload problems without resorting to the use of special duty or detail personnel. Personnel augmentation should not be requested until it can be determined there is no other solution. Since the augmentation TDA cannot be used for requisitioning or assigning personnel, the only way such positions can be filled is by denying parent units the services of those individuals selected to fill TDA augmentation positions outside their unit of assignment.

1-2. DEFINITION OF TERMS. Following are definitions of terms used in this regulation:

a. Borrowed military manpower (BMM). The use of military manpower from an MTOE unit to perform duties within a TDA activity where a MACOM-approved manpower requirement exists but for which no manpower space has been authorized. Additionally, BMM may be employed in those cases where manpower spaces have been authorized but the positions are unencumbered.

b. Augmentation requirements. Military positions which must be manned in a garrison/peacetime environment but cannot be authorized on TAADS documents because of manpower limitations.

c. Augmentation position. A position, established and validated under approved procedures, for the purpose of satisfying a grouping of tasks, capable of being performed by one individual, for which no authorized position has been established in the unit's TAADS document. An augmentation position may be filled through special duty, but cannot be filled by normal requisitioning.

d. Special duty. Duty performed with an organization other than the organization to which assigned, while continuing to be administered by and reporting daily to the organization of assignment.

e. Details. Specific tasks of a one-time or intermittent nature for periods of less than 7 days, not part of normal routine duties performed by military personnel of a unit, either on an individual, group, or unit basis.

f. "Other" U.S. personnel. Manpower authorized for use but not included in the allocation established by a manpower resource document. These personnel have been approved by TRADOC Manpower Survey and are military positions documented on the TDA as requirements. Positions carry the remark "XK" on the TDA. These positions are not listed on the augmentation TDA.

## CHAPTER 2

## PERSONNEL AUGMENTATION REQUIREMENTS

2-1. DEFINITION. Personnel augmentation requirements are military positions which must be manned in a garrison/peacetime environment but cannot be authorized on TAADS documents because of manpower limitations. These requirements are viewed as short-term (7 through 89 days) or long-term (90 days or more). This delineation is a reflection of the duration of the job, not the length of time any one individual would be designated. For example, a 60-day job might be covered by designation of one individual while a long-term job might appropriately be manned by different individuals on successive 1-week designations. These augmentation requirements are separate and distinct from TDA augmentation to TOE units as described in AR 310-49.

2-2. REFERENCES. a. AR 570-4, 16 February 1987, Manpower Management.

b. TRADOC Reg 614-1, 16 April 1981, Administration and Control of Special Duty and Augmentation Personnel.

2-3. PURPOSE. To prescribe policies and procedures for the validation and documentation of TDA augmentation requirements and for the tasking of units to supply individuals to fill augmentation positions.

2-4. RESPONSIBILITIES. DRM is responsible for validation and documentation of personnel augmentation requirements; DPTM is responsible for tasking units to support the requirements; and DPCA is responsible for alerting DRM and DPTM as to known problems in connection with personnel fills.

2-5. PROCEDURES. a. All requests for short- and long-term augmentation positions will be forwarded through DPTM, Training Division, Support Branch, to the DRM over the signature of the department/directorate head or commander of major subordinate command, ATTN: ATZK-RM-FM. Initial requests will be submitted NLT 45 days prior to the requested start date. Requests for extension of previously approved augmentation positions beyond the termination date will be submitted 30 days in advance of the scheduled termination date.

b. If the need for augmentation positions expires before the scheduled termination date, user will so advise DPTM, Training Division, Support Branch, as soon as determination is made, that personnel filling those positions may be returned to their parent unit. User will also inform DRM that the need for augmentation no longer exists and augmentation document may be adjusted accordingly.

c. All augmentation positions have a termination date, and, unless otherwise noted, position authorizations will expire at the end of the month and year listed in the remarks column of the augmentation document. If rejustification is not received IAW the established time frame, the position will not appear on the next augmentation document and the incumbent will be returned to his parent unit with no further fill provided.

d. As a minimum, requests for augmentation requirements will include the following information:

(1) Organizational title of the directorate or command/division/branch/section where the requirement exists.

(2) Brief description of the job to be done; proposed job title; grade, MOS/specialty code (SC), and predominant MOS of functional activity.

(3) Statement that the position is or is not required/authorized on the current TDA. If the position is required/authorized, give the TAADS references, to include paragraph and line numbers.

(4) If the job requirement is a new mission or function:

(a) What is the authority?

(b) How long will it last?

(c) If it is a continuing requirement, has a request (Schedule X) been submitted to establish the position as a requirement on the TDA?

(5) If the requirement is needed to accomplish a current mission or function for which a requirement is documented on the TDA:

(a) How is the job currently being accomplished?

(b) What action within the directorate/department/major subordinate command, other than requesting augmentation, has been taken to accomplish the mission/function?

(c) What would be the impact on the mission if the request for augmentation is not approved?

(6) Acceptable substitute grade and MOS/SC. When the required skills/experience are available in MOS/SC and grade other than those primarily requested, this fact must be indicated.

(7) The requesting activity must state the minimum time that the continuity of personnel fill by the same individual is required. This is essential to the procurement process as well as to the professional growth of the potential augmentee.

(8) Required date of personnel fill.

(9) Detailed justification for the number of personnel required.

(10) Name and telephone number of point of contact within the requesting activity.

e. DRM will take the action deemed necessary to arrive at a recommendation for approval or disapproval of augmentation request, e.g., on-site review, reaffirmation of previous condition; prepare a staff action DF to Chief of Staff, through DPCA and DPTM; advise all concerned of Chief of Staff's decision, and document approved position on the TDA Augmentation of Personnel Requirements. This printed document is updated and issued quarterly and reflects all approved augmentation positions.

f. Subsequent to the DRM review, the augmentation request will be forwarded, in staff action DF format, to the DPCA for coordination.

(1) Recommendations by the DPCA will include, but are not necessarily limited to, the following:

- (a) Approval/disapproval.
- (b) Alternative utilization of details or mission tasking.
- (c) Modification of requested grade and MOS/SC.
- (d) Current and projected criticality of MOS/SC requested.

(2) DPCA will forward the requests, with comment, to DPTM, who will recommend a unit to be tasked and, when necessary, a position line number with duty position title to the approving authority as follows:

- (a) Chief of Staff: Short-term augmentation positions.
- (b) Commanding General: Long-term augmentation positions.

g. Interviews of personnel selected for duty in augmentation positions will not be conducted unless the Chief of Staff deems it necessary.

h. All individuals performing special duty in other than their PMOS or where continuity beyond 90 days has not been requested and approved will be rotated every 90 days and returned to their units of assignment for a minimum of 120 days.

i. When continuity of an individual in an augmentation position for greater than 1 year is deemed in the best interest of the installation, a request for exception to TRADOC Reg 614-1 will be prepared by the requester and forwarded through DPTM, Training Division, Support Branch, to the Chief of Staff. Requests approved by the Chief of Staff will be forwarded by DPCA to TRADOC for approval.

j. Dual slotting on the augmentation information roster will be permitted only in order to allow a maximum of 14 days operations overlap.

k. Units of attachment are responsible for rations, quarters, promotion, reduction, administration of UCMJ, all training requirements to include SQT training administration and testing, incorporation into duty rosters, passes, leaves, and medical/dental record reviews.

l. DPTM will submit requests for orders to DPCA on personnel selected to fill augmentation positions.

m. Requests for replacement of augmentees will be initiated by user of augmentee personnel to reach DPTM NLT 30 working days prior to replacement date.

## CHAPTER 3

### SUPPORT FOR USAARENBD TESTS

3-1. PURPOSE. To prescribe policies and procedures for securing personnel to participate in and support tests conducted by the USAARENBD.

3-2. REFERENCES. a. AR 570-4, 16 February 1987, Manpower Management.

b. TRADOC Reg 71-3, May 1971, Acceptance and Assignments of New Combat Development Task.

3-3. RESPONSIBILITIES. DPTM is responsible for reviewing requests for test support personnel and recommending approval or disapproval, determining the type of tasking appropriate (special duty, detail, or mission/unit), and securing decisions from the Chief of Staff. DPCA is responsible for alerting DPTM as to known problems in connection with personnel fills.

3-4. PROCEDURES. a. Requests will be forwarded to DPTM NLT 30 duty days before the requested start date for review and processing.

b. As a minimum, requests for test support will include the following information:

(1) Organizational title of the division/branch/section where the requirement exists.

(2) Brief description of the job to be done.

(3) If the job requirement is a new mission or function:

(a) What is the authority? Include a copy of the test resume or the personnel portion of the test plan.

(b) How long will it last?

(4) Maximum acceptable substitutability of grade and MOS/SC. When the required skills/experience are available in MOS/SC and grades other than those primarily requested, this fact must be indicated.

(5) State the minimum time that the continuity of personnel fill by the same individual is required.

(6) Required date of personnel fill.

(7) Detailed justification for the number of personnel requested.

(8) Name and telephone number of point of contact within the requesting activity.

c. DPTM will take the action deemed necessary to arrive at a recommendation for approval or disapproval of the request, prepare a staff action DF to Chief of Staff recommending unit(s) to be tasked, and advise all concerned as to Chief of Staff's decision.

d. DPTM will submit requests for orders to DPCA on personnel selected to fill augmentation positions.

## CHAPTER 4

### ASSIGNMENT AND UTILIZATION OF "OTHER" U.S. PERSONNEL

4-1. DEFINITION. "Other" U.S. personnel are specifically identified as such on TRADOC Manpower Survey Reports. Identification includes category of personnel (officer, enlisted, civilian, nonappropriated fund (NAF)), position title(s), user and source of individuals, and function or job to be performed. Variation is not permissible without prior approval from TRADOC. This regulation is concerned with military "other" positions only.

4-2. REFERENCES. a. AR 310-49, 15 December 1980, The Army Authorization Documents Systems (TAADS).

b. AR 570-4, 16 December 1987, Manpower Management.

c. DA Pam 570-4, 8 April 1974, Manpower Procedures Handbook.

4-3. RESPONSIBILITIES. a. DRM will exercise centralized control over documentation of approved "other" U.S. personnel requirements, request changes as necessary, and publish a detailed list of approved requirements and changes thereto.

b. Users and suppliers of "other" U.S. personnel, using the published approved list of "other" U.S. personnel, are encouraged to work together in filling these approved positions.

c. DPTM will be the point of contact for any difficulties/problems in connection with the fill of positions approved as "other" U.S. personnel.

4-4. POLICIES AND PROCEDURES. a. Appendix A contains the current list of "other" personnel as validated by the TRADOC Manpower Survey of USAARMC and Fort Knox, dated 1 February 1988, and the TRADOC Manpower Survey of USAARMS, dated 31 January 1986.

b. "Other" U.S. personnel approved by Manpower Survey are in lieu of allocations established by a manpower resource document. If the source of "other" personnel is lost, the authorized using activity may submit a Schedule X to DRM requesting that the positions be established as TDA requirements. The request will be forwarded to TRADOC for approval.

c. Only military "other" U.S. personnel will be documented on appropriate TDA in accordance with procedures prescribed in AR 310-49.

d. Any proposed changes to the approved list of "other" U.S. personnel at the appendix must be requested on DA Form 140-4 (Manpower Survey Report - Schedule X - Manpower and Workload Data). Procedure for completing the form is explained in DA Pam 570-4, Manpower Procedures Handbook. Requests for changes will be sent to DRM, ATTN: ATZK-RM-FM. Prior telephone coordination (4-3019/3250) is strongly urged because of the ramifications involved.



## CHAPTER 5

### INSTALLATION ENLISTED PERSONNEL DETAIL REQUIREMENTS

5-1. PURPOSE. To prescribe policies and procedures to ensure the control, equitable distribution, and effective utilization of enlisted personnel selected for installation details.

5-2. DEFINITION OF TERMS. a. Detail. Performance of duty by a military person on one-time, intermittent, or recurring short duration labor tasks (less than 7 days), for which workload and performance data are not recorded and which are not established positions in TAADS or are not augmentation or "other" personnel positions as defined herein.

b. Trainee. An enlistee who has processed through the 46th AG Battalion (Reception) and is physically and administratively qualified to participate in basic training (BT) or advanced individual training/one station unit training (AIT/OSUT) and is currently participating in subject training.

c. Holdover status. An enlistee who has successfully completed the prescribed course and graduated from BT or AIT/OSUT but is flagged pending completion of administrative action. This, for example, could be awaiting retention/discharge, decision on fraudulent enlistment or expiration of physical profile preventing start of AIT, awaiting port call orders for oversea levy, or awaiting class date for special schools.

d. Control status. An enlistee who has:

(1) Completed the course for BT or AIT/OSUT but has not successfully completed all test requirements for graduation due to test failures, profiles, etc. These personnel may be used for details when they do not conflict with their remedial training/retesting and duty limiting physical profile.

(2) Been identified during some phase of BT or AIT/OSUT as untrainable and unsuitable for retention. Individual has been approved for discharge by proper authority and pulled from training for purposes of processing for discharge. These personnel may be used for details when it does not conflict with discharge processing.

e. Scheduled trainee company/platoon detail day. That day on the training schedule, authorized by TRADOC and DA regulations, to be used as detail day in support of installation detail requirements.

(1) For BT, this is accomplished normally during the seventh training week and the entire assigned trainee strength is available for official details approved by DPTM. Detail commitments will not exceed the assigned, present for duty trainee strength of that BT company.

(2) For AIT/OSUT units, detail days are scheduled by platoon, as authorized by TRADOC regulation, and commitment restrictions are the same as for BT units on detail day.

5-3. GENERAL. a. Enlisted personnel will not be placed on any detail outside their assigned unit's jurisdiction without specific approval of this headquarters.

b. This regulation will be the only official USAARMC publication used to levy details. All other regulations or appendixes thereto, addressing requests for or use of detail personnel, are rescinded effective upon the date of this regulation.

c. All agencies, including those performing missions in direct support of initial entry training (IET) who require detail support beyond their assigned military and civilian personnel capability, will submit written requests and justification IAW instructions contained in this regulation.

d. At no time will personnel at training company, battalion, or brigade level approve or honor trainee detail requests from any other unit/agency in USAARMC or Fort Knox except as approved by DPTM, Training Division, Support Branch. DPTM will coordinate all trainee details with appropriate brigade headquarters.

e. All requests for trainee details on other than scheduled trainee company/platoon detail day or beyond the unit's trainee manpower capability will not be honored.

f. IET soldiers processing through the 46th AG Battalion (Reception) will not be used for details outside the area. Prior service personnel awaiting DA assignment instructions may be used.

g. Personnel Control Facility (PCF) casual personnel will be used to the maximum extent possible for performance of work details, provided no interference occurs to casual personnel processing requirements.

(1) Availability of detail personnel is determined by PCF commander.

(2) Direct telephonic coordination is authorized to establish availability.

(3) No detail supervisory personnel are available from PCF.

h. Details listed in Appendix B will be provided by the 4th Training Brigade (subject to availability of trainees).

i. Details listed in Appendix C will be provided by the 1st Armor Training Brigade on days when BT detail companies are not available (subject to availability of trainees).

j. Additional Community Recreation Division support requirements are listed in Appendix D (subject to the availability of holdover/control status personnel).

k. Area police requirements for each training brigade will be accomplished using holdover/control status personnel. Post police and grass cutting responsibilities are indicated in the current USAARMC Reg 210-4 and USAARMC Mowing and Police Map.

l. Use of training status and holdover/control status enlisted personnel to perform duties in headquarters sections, dispensaries, hospitals, commissaries, and other activities, such as officer and NCO open messes, PX, thrift shop, bowling alleys, golf clubs, teen clubs, and riding clubs, is prohibited. Trainees may be used, when necessary, for outside police of these areas and for evening cleanup in recreation centers and other than nonappropriated fund facilities when such usage is essential.

m. Except for roster-type duties such as kitchen police (KP), individual trainees should not be placed on details such as barracks guard duty during training hours except where such is essential to ensure adequate security and safety.

n. Trainees may be used as drivers only if other drivers are not available. Trainees used as drivers will be qualified for the type of vehicle assigned. To preclude excessive absences from training, trainees detailed as drivers will be used only to drive vehicles transporting trainees to ranges or training areas, and the trainee driver will participate in the training being conducted for his unit at the site. Trainees will not be used to fulfill other USAARMC vehicle driver requirements, except for details indicated in Appendixes B and C on scheduled trainee company/platoon detail day.

o. Trainee details will be required to perform maintenance-type functions only at those ranges/training facilities used by the training brigades.

p. All other detail requirements; i.e., prisoner guard, escort duty, and other support requirements for specific MOS/grade, will be announced by separate letter as required.

5-4. RESPONSIBILITIES. a. The DPTM is designated as the staff activity to supervise the command detail program and will take final action to approve, increase, decrease, or disapprove requests for detail.

b. DPTM will prepare a typed list bimonthly of the BT companies designated as trainee detail companies for the following 2-week period, to include the dates for the AIT detail platoon days.

c. DPTM will ensure that:

(1) Commands are levied equitably, based on number of personnel assigned and applicable prerequisites of MOS/grade, etc., for the specific detail to be performed.

(2) Personnel on recurring-type details will not be replaced upon expiration of the specific time period applicable to each individual unless a written request from the using activity is submitted and approved by DPTM.

(3) Requests for extension of individuals on specific details are not in contravention of the provisions of TRADOC Reg 614-1. The approval of any extensions of individuals on specific details must be preceded by notification of and impact response from the parent organization.

d. Using activities will ensure that:

(1) Detail requested cannot be accomplished by military or civilian personnel available for duty within the requesting activity.

(2) Only the minimum number of personnel are requested and only for the minimum time necessary to accomplish the detail.

(3) Detail personnel received are fully and effectively used and, upon completion of detail, are promptly released to parent unit.

(4) PCF personnel cannot be obtained and/or they are not suitable for the detail before requesting a detail from DPTM.

(5) Full justification for details is submitted as outlined in para 5-5 below. (Use the format presented in Appendix E.)

(6) Each recurring detail requirement is reviewed quarterly as stated in para 5-5f below.

e. Commanders of units furnishing detail personnel will ensure that:

(1) Details are furnished as required by the DPTM, Training Division, Support Branch.

(2) No trainees other than those detailed from the Trainee Detail Unit are used for detail requirements.

(3) Alleged misuse of detail personnel is promptly reported as outlined in para 5-6 below.

(4) Personnel selected for detail are capable of performing required detail.

(5) Coordination is effected with the using activity to prevent any misunderstandings pertaining to the requirements of the detail.

5-5. PROCEDURES. a. A minimum of 30 workdays is required to allow adequate processing time to select detail personnel.

(1) Requests for detail authorization will be forwarded in writing to reach DPTM, Training Division, Support Branch, NLT 30 workdays before date detail is required. Requests will be in the format as shown at Appendix E and must be signed by the commander, director, or department head.

(2) Requests for PCF casual personnel details will be made telephonically to PCF. The PCF point of contact, name, date, and telephone number will be entered on subsequent permanent party detail request(s) IAW format illustrated at Appendix E.

b. Requests which do not allow stated lead-time (30 workdays) will be sent to the Director, DPTM, under the signature of the first colonel (06) having the supervisory control over the requesting department, agency, or unit. These short lead-time requests will include complete justification as to why an exception to policy should be made. Requests that do not justify granting an exception to policy will be endorsed "not favorably considered" and returned to the requester.

c. Requests for increases to approved details will be forwarded to this headquarters as outlined in para 5-5a above.

d. Requests for details will be forwarded by DPTM to arrive at unit providing personnel NLT 17 working days before date detail is required.

e. Requests for relief from detail commitments will be forwarded to reach DPTM, Training Division, Support Branch, NLT 15 workdays before the date detail is required and will contain detailed information to justify relief. Assigned strength shortages are not, per se, sufficient justification for requesting relief from a detail requirement.

f. All details of a recurring nature approved by DPTM will be reviewed quarterly and rejustified by the using activity semiannually NLT 15 January and 15 July each year.

g. Requests for continuance of recurring details will be forwarded to reach DPTM, Training Division, Support Branch, NLT 20 working days before original cutoff date of detail.

5-6. COMPLAINTS. Commanders of units furnishing detail personnel will, immediately upon receipt of information alleging misuse of detail, report such information to DPTM, phone 4-6652/2246, followed by a written summation of all alleged misuse. DPTM will immediately investigate the alleged abuse, terminate the tasking if the complaint is substantiated, and notify the originator of the complaint and action taken.

5-7. TRANSPORTATION. Transportation will be provided by the using activity, with direct coordination between the using activity and the unit providing detail personnel as to pickup point and time.

## CHAPTER 6

## ALLOCATION OF DETAIL REQUIREMENTS

6-1. PURPOSE. To establish guidelines for equitable distribution of detail requirements.

6-2. REFERENCE. AR 210-10, 12 September 1977, Administration.

6-3. RESPONSIBILITIES. DPTM is responsible for operation and control of the allocation of details to units.

6-4. POLICIES AND PROCEDURES. a. DPTM will allocate required details on an equitable basis. In selecting officers, warrant officers, and/or NCO above rank of SSG, every effort will be made to minimize the impact on any staff office or organization. When official notification of a detail is made, personnel will perform such duty unless excused by the Commanding General or Chief of Staff. If commanders desire to rebut the tasking for a detail, they may do so; however, pending a relief from the tasking, personnel must be identified to meet the requirement.

b. Major subordinate commanders will be issued detail requirements on a prorated basis. Major commanders may excuse selected individuals within their command based on required mission; however, these excused personnel will continue to be counted in the overall strength provided by the Adjutant General to DPTM, Training Division, Support Branch, for use in computing detail assignments. Selection for a specific detail will be made considering availability, eligibility, and qualifications. In some instances, mandatory criteria established in regulations or policy of higher headquarters must be applied which will limit selection to certain grade, branch, MOS, or service component.

c. Except as indicated below, all military personnel assigned to USAARMC units and activities will be available for all details. (Appendixes F and G give examples of standing and "as required" details and grade levels acceptable for performing the detail in most cases.) (Exceptions to grade requirements will be made for courts-martial).

<u>ASSIGNMENT</u>	<u>NOT AVAILABLE FOR</u>
(1) Major subordinate commanders and chiefs of staff offices.	All details except courts-martial, officer elimination, or demolition boards.
(2) Officers detailed as Inspector General.	All details.
(3) Officers assigned to the Office of the Staff Judge Advocate.	All details.
(4) The Adjutant General; Chief, Personnel Service Center; Chief, Personnel Records Section.	Courts-martial and boards, except those requiring service by reason of their branch and training.

ASSIGNMENT

NOT AVAILABLE FOR

- |   |   |
|---|---|
| (5) Officers assigned to the Office of the Provost Marshal and Military Police Company.                           | Courts-martial and all details/investigations where criminal intent is indicated prior to actual conduct of detail/investigation. |
| (6) Chaplain, medical, dental, and nursing personnel.   | All details, except those requiring service by reason of their branch or training.  |
| (7) Manager, Officers' Club Branch, Community Operations Division, DPCA.  | All details.  |
| (8) Aides-de-Camp, and officers assigned to the Secretary of the General Staff (SGS).                             | All details.  |
| (9) Battalion commanders.   | All details, except courts-martial, and GCMCA Administrative Elimination Boards.  |
| (10) Individuals specifically excused by regulations or by direction of the Commanding General or Chief of Staff. | As indicated.   |
| (11) Company commanders and first sergeants.  | Survivor assistance.  |

d. Requests for officer, warrant officer, and NCO details will be forwarded to DPTM, Training Division, Support Branch, NLT 30 workdays before the date detail is required.

## CHAPTER 7

### DUTY OFFICERS

#### Section I. USAARMC Staff Duty Officer

7-1. GENERAL. All commissioned (CPT and below) and warrant officers, except those indicated below, will be required to perform Staff Duty Officer (SDO) duty for HQ USAARMC and each command/activity will be apportioned responsibility for this duty accordingly. All officers who perform SDO must have, as a minimum, a Fort Knox validated SECRET security clearance.

- a. Chiefs of staff offices.
- b. SGS.
- c. Chaplains.
- d. Medical and Dental Corps officers.
- e. Officers assigned to Provost Marshal's Office.
- f. Judge Advocate General's Corps officers.
- g. Aides-de-Camp.
- h. Chief, Protocol Division, SGS.
- i. Enlisted Club Manager and Officers' Club Manager.
- j. Commanders at all levels.
- k. Officers assigned to U.S. Army Personnel Control Facility.

7-2. REFERENCE. AR 220-45, 15 November 1975, Duty Rosters.

7-3. DETAILING. DPTM, Training Division, Support Branch, will notify each major subordinate command of its detail requirements for SDO NLT 10 days before the respective command's first scheduled day of duty. Notification will be made by DA Form 2496, which will contain preliminary instructions. Each major subordinate command will acknowledge receipt of monthly schedule by contacting DPTM, Training Division, Support Branch. The USAARMC Daily Bulletin will reflect the major command responsible for each given day.

7-4. FAILURE TO REPORT. Officers scheduled for SDO must report for briefing/duty on dates/times detailed. It is a command responsibility to ensure that officers scheduled for duty comply with reporting instructions. Major subordinate commanders will ensure that appropriate action is taken for those officers who fail to report.

7-5. DELETION FROM SDO ROSTER. Officers eligible for SDO will be deleted from the duty roster 30 days prior to retirement or involuntary separation. Officers on permanent change of station orders will be deleted 20 days prior to departure date.



Section II. Activity Duty Officer

7-6. GENERAL. The following staff officers will detail a commissioned officer, warrant officer, senior noncommissioned officer, or qualified civilian employee in the grade of GS-09 or higher as office duty officer daily.

- a. Secretary of the General Staff (SGS).
- b. Aide-de-Camp to the Commanding General.
- c. USAARMC Staff Duty Officer (SDO).
- d. Directorates.
  - (1) Directorate of Combat Developments (DCD).
  - (2) Directorate of Personnel and Community Activities (DPCA).
  - (3) Directorate of Plans, Training, and Mobilization (DPTM).
  - (4) Directorate of Logistics (DOL).
  - (5) Directorate of Engineering and Housing (DEH) (Fire Chief).
  - (6) Directorate of Information Management (DOIM).
  - (7) Directorate of Reserve Component Support (DRCS).
  - (8) Directorate of Security (DSEC).
  - (9) Directorate of Health Services (DHS).
  - (10) Directorate of Resource Management (DRM).
- e. Personal Staff.
  - (1) Public Affairs Office.
  - (2) Staff Judge Advocate.
  - (3) Civilian Personnel Office.
  - (4) Staff Chaplain.
  - (5) Provost Marshal.
- f. Special Activities.
  - (1) Adjutant General.
  - (2) Finance and Accounting.
  - (3) Criminal Investigation Division.
  - (4) Exchange Officer.

(5) Aviation Division.

(6) Mortuary.

(7) Commissary.

g. Major Activities.

(1) 1st Armor Training Brigade.

(2) 4th Training Brigade.

(3) 46th AG Battalion (Reception).

(4) 194th Armored Brigade.

(5) U.S. Army Armor and Engineer Board.

(6) 12th Cavalry Regiment.

h. Tenant Organization.

USA Second Region, USA ROTC Cadet Command

7-7. DETAILING. On a weekly basis, staff offices listed above will furnish the SGS (ATZK-GC-S) the names and dates of personnel from the office who will be duty officer during the succeeding week. The list will include quarters phone number and degree of security clearance.

7-8. AVAILABILITY OF OFFICE DUTY OFFICER. Individuals detailed to this duty will:

a. Have a telephone located in their quarters or off-post housing.

b. Be prepared to respond to any request of the USAARMC SDO as required by the circumstances. If the SDO determines that the office duty officer cannot respond as required, or cannot be located, he will contact the chief of the staff office concerned.

d. Maintain a roster of key personnel assigned to their offices so immediate contact may be made.

## CHAPTER 8

### MILITARY BURIAL HONORS

8-1. PURPOSE. To prescribe policy and establish procedures regarding military burial honors.

8-2. REFERENCES. a. AR 310-10, 3 November 1975, Military Orders.

b. AR 600-25, 15 May 1970, Salutes, Honors, and Visits of Courtesy.

c. DA Pam 1-1, 30 December 1966, State, Official, and Special Military Funerals.

d. Field Circular 22-5, September 1985, Drill and Ceremonies.

e. Field Manual 16-22, 18 May 1983, Conducting Military Funerals and Memorials.

f. Training Film 19-3925, 1968, Honors and Ceremonies, Procedures.

8-3. GENERAL. a. Military burial honors will be provided, when a verified and approved request has been made, for deceased Army personnel, present and former, as follows:

- (1) Active duty personnel.
- (2) Retired personnel in receipt of retired pay.
- (3) Medal of Honor recipients.
- (4) Honorably discharged veterans.

b. The geographical areas within which military burial honors will be furnished consist of:

- (1) State of Ohio.
- (2) Kentucky, less the following western counties: Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, and Webster.

(3) West Virginia, less the following eastern counties: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton.

c. Military burial honors for deceased personnel of the other services will be furnished upon request when it is practical to do so. See para 8-4b and c below.

d. Requests for exception to subparagraphs 8-3a, b, or c above must be properly evaluated and approved or disapproved. See paragraphs 8-4b and c below.

8-4. RESPONSIBILITIES. a. The Adjutant General has overall responsibility for military burial honors.

b. The Adjutant General's designated representative (Officer in Charge) (OIC), Personnel Plans/Actions Branch (ATZK-AG-PAB), will approve or disapprove all requests for military burial honors received during duty hours. Exceptions to policy will be coordinated with the Adjutant General for final determination.

c. Adjutant General on-call personnel will approve or disapprove all requests for military burial honors UP paragraphs 8-3a and b above received after duty hours. Requests received UP paragraphs 8-3c and d above will be coordinated with the Adjutant General for final determination.

d. On a quarterly basis, DPTM, Training Division, Support Branch, will task major subordinate commanders for military burial honors detail personnel, and furnish the Adjutant General, ATZK-AG-PAB, a copy of the roster which shows unit responsibility.

e. When tasked, major subordinate commanders will furnish trained personnel for the military burial honors detail. The composition of the detail will be as set forth in paragraph 8-5 below. A properly equipped detail will be available to move within 2 hours from notification. See references in paragraphs 8-6c and d for training requirements.

f. Commander, 113th Army Band, will furnish a bugler when available. When a bugler is not available, a substitute, such as a civilian musician or a tape recording, may be used if reasonably available to the OIC/NCOIC of the detail. Government funds may not be expended to hire a musician or rent a tape player.

g. The Office of the Staff Chaplain will furnish a chaplain upon request.

h. The commander of any unit designated by the Adjutant General will provide pallbearers, when requested, if the decedent was assigned to that unit.

i. DOL will furnish transportation and meal tickets when required.

j. Finance and Accounting Division, DRM, will provide advance per diem when authorized.

8-5. DETAIL COMPOSITION. a. Active duty personnel, Medal of Honor recipient, or retired personnel in receipt of retired pay:

- (1) Six pallbearers.
- (2) Three firers.
- (3) Bugler, or substitute.
- (4) An OIC or NCOIC, as appropriate.
- (5) A chaplain (if requested).

b. The honorably discharged veteran is entitled to a service representative of equivalent rank to represent the services and present the flag to a designated recipient. Exceptions to policy may be granted by the Adjutant General. When approved, the following support shall be observed when requested by the next of kin and as resources permit:

- (1) Six firers.
- (2) Squad leader/firer.
- (3) OIC or NCOIC, as appropriate.

(4) As substitute for a bugler, a tape recording device will be used to play taps.

8-6. PROCEDURES. a. Anyone receiving a request for military burial honors will relay the request immediately to the proper action official per paragraphs 8-4b and c above. All requests received by ATZK-AG-PAB or the Adjutant General on-call must be recorded on USAARMC Form 842 (Military Funeral Request), sample at Appendix H.

b. ATZK-AG-PAB or the Adjutant General on-call will immediately notify (by telephone) the appropriate command (the one detailed to furnish military burial honors on the scheduled date of the burial; the Office of the Staff Chaplain (when a chaplain is requested); and the Commander, 113th Army Band (when a bugler is required).

c. The tasked command will:

- (1) Determine departure time.
- (2) Request transportation from DOL.

(3) Initiate DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), when required, for transportation and meal tickets.

(4) Coordinate pickup of bugler with Commander, 113th Army Band, when required.

d. Departure and return travel times will be scheduled so the detail is away from the installation the least number of meals possible; i.e., depart after and return before scheduled meals. Travel will be by military vehicle. The detail will travel directly to the burial site, with only minimum essential stops made en route. The detail will return to the installation directly from the grave site immediately after the ceremony. The requirement to stay overnight will be determined on a case-by-case basis. A burial detail will not stay overnight if it can possibly return to the installation on the same day.

e. The OIC/NCOIC/representative will complete USAARMC Form 3434 (Checklist for Funeral Detail), (see Appendix I), and forward it along with USAARMC Form 3433 (After-Action Report Funeral Detail) (see Appendix J), to Adjutant General, ATZK-AG-PAB, within 5 working days after return to the installation. USAARMC Form 3433 is completed by the Survivor Assistance Officer and given to the OIC/NCOIC/representative for disposition. If an incident should occur at a military funeral which could, in any way, result in adverse criticism, the circumstances will be reported immediately to Adjutant General, ATZK-AG-PAB, by any knowledgeable individual.

## APPENDIX A

## OTHER MANPOWER REQUIREMENTS

USAARMC & FORT KNOX  
TDA UNITS/ACTIVITIES

<u>TDA UNITS/ACTIVITIES</u>	<u>AMSC</u>	<u>NO.</u>	<u>CATEGORY</u>	<u>JOB TITLE</u>	<u>SOURCE</u>
<b>SJA</b>					
		(5)			
Criminal Law	815796N	2	Off	Trial Counsel-A	75th Spt Bn
Administrative Law	815796N	1	Off	Admin Law Off-A	75th Spt Bn
Legal Assistance	815796N	1	Off	C, Legal Asst-A	75th Spt Bn
Claims	814796N	1	Off	Claims JA-A	75th Spt Bn
<b>DOL</b>					
		(100)			
Maint Div	202820	1	Enl	EQ Rec/PTS Sp	76th Maint Co
Shop Sup Br	202820	1	Enl	Stk Con Act Sp	76th Maint Co
Shop Sup Br	202820	1	Enl	Mat Stor Sp	76th Maint Co
Vehicle Maint Br	202820	1	Enl	Autmv Rep Supv	76th Maint Co
Vehicle Maint Br	202820	2	Enl	Fuel El Sys Re	76th Maint Co
Vehicle Maint Br	202820	10	Enl	Track Veh Rep	76th Maint Co
Vehicle Maint Br	202820	2	Enl	Master ME M60	76th Maint Co
Vehicle Maint Br	202820	6	Enl	Tank Autmv Me	76th Maint Co
Vehicle Maint Br	202820	6	Enl	ITV-IFC/CFV Me	76th Maint Co
Vehicle Maint Br	202820	7	Enl	Track Veh Mech	76th Maint Co
Vehicle Maint Br	202820	4	Enl	Tank Turret Rep	76th Maint Co
Vehicle Maint Br	202820	4	Enl	Artillery Rep	76th Maint Co
Vehicle Maint Br	202820	1	Enl	Autmv Rep Supv	76th Maint Co
Vehicle Maint Br	202820	1	Enl	Autmv Insp	76th Maint Co
Vehicle Maint Br	202820	25	Enl	Wheel Veh Mech	76th Maint Co
Vehicle Maint Br	202820	1	Enl	Autmv Rep A/S	76th Maint Co
Vehicle Maint Br	202820	3	Enl	Fuel El Sys Rep	76th Maint Co
Vehicle Maint Br	202820	8	Enl	Wheel Veh Mech	76th Maint Co
Gen Spt Br	202820	1	Enl	Elct Inst Rep	530th Maint Co
Gen Spt Br	202820	1	Enl	Ofc Mach Rep	530th Maint Co
Gen Spt Br	202820	5	Enl	Small Arms Rep	76th Maint Co
Gen Spt Br	202820	2	Enl	Fabric Rep Sp	530th Maint Co
QA Br	202820	1	Enl	Engr Equip Insp	76th Maint Co
QA Br	202820	1	Enl	Track Veh Insp	76th maint Co
QA Br	202820	1	Enl	ITV/IFV/CFV Mech	76th Maint Co
QA Br	202820	2	Enl	Autmv Equip Insp	76th maint Co
Support Br	815796B	1	Enl	Fabric Rep Sp	530th Maint Co
<b>School (W1DX)</b>					
		(13)			
C&S Instr Element	8147312	1	Off	Instructor-UK-A	UK Ex
C&S Instr Element	8147312	1	Off	Instructor-Aust-A	Australian Ex
C&S	8147312	5	Off	Instructor-MC	USMC
Wpns	8147312	1	Off	Instructor-MC	USMC
Wpns	8147312	1	Enl	Instructor-MC	USMC
Wpns	8147312	1	WO	Instr-Canada-A	Canadian Ex
Wpns	8147312	1	WO	Instructor-UK-A	UK Ex

<u>USAARMC &amp; FORT KNOX</u> <u>TDA UNITS/ACTIVITIES</u>	<u>AMSC</u>	<u>NO.</u>	<u>CATEGORY</u>	<u>JOB TITLE</u>	<u>SOURCE</u>
Maint	8147312	1	Enl	Instructor-MC	USMC
Maint	8147312	1	Enl	SR Instr-MC	USMC
1ATB (W1L4)		(17)			
1ATB	8147311	1	Off	Company Cdr	USMC
1ATB	8147311	4	Enl	Drill Sgt	USMC
1ATB	8147311	12	Enl	TC/Instructor	USMC

## APPENDIX B

## DETAIL LISTING WHEN 4TH TRAINING BRIGADE IS SCHEDULED FOR DETAIL

<u>USING AGENCY AND REPORTING INSTRUCTIONS</u>	<u>NUMBER FURNISHED</u>
Headquarters, USAARMC, Bldg No. 1101, Old Ironsides Ave.	4
Range Division, DPTM	5
Headquarters, Training Group	5
Ammo Detail, Training Group	3
Equipment Pool, Training Group	1
Central Issue Facility, DOL	5
Property Book Section, DRCS	2
Copple Recreation Center, Bldg. No. 6590, Second Dragoons Rd., DPCA	2
Sadowski Field House, Bldg. No. 6607, Wilson Rd, DPCA	2
Patton Museum, Bldg. No. 4554, Fayette Ave., DPTM	3
Gammon Field House, Bldg. No. 850, Radio St., DPCA	2
Directorate of Evaluation and Standardization	2
Main Post Chapel, Bldg. No. 1173, Dixie St., Staff Chaplain	4
Prichard Place Chapel, Bldg. No. 4769, Eighth Armored Division Ave., Staff Chaplain	4
Youth Activities Branch, Family Support Division, DPCA	2
Gaffey Hall, Bldg. No. 2369, Old Ironsides Ave., USAARMS	4
Maintenance Division, DOL	10
Installation Property Book Branch, DOL	4
Weapons Department	2
Otto Gym, Bldg. No. 6591, Abel St., DPCA	2
Command and Staff Department	8
Directorate of Training Developments	5
Army Continuing Education Systems, Bldg. No. 1174, Dixie St., DPCA	2



USING AGENCY AND  
REPORTING INSTRUCTIONS

NUMBER  
FURNISHED

Aviation Division, Bldg. No. 5220, Pilot St., DPTM

4

BT personnel will be consolidated at company headquarters for assignment to using activities. All agencies receiving detail personnel will pick up and return, unless otherwise indicated above. Pickup will be accomplished NLT 0800.

## APPENDIX C

## 1ST ARMOR TRAINING BRIGADE DETAIL PLATOON

This detail will be provided by the 1st Armor Training Brigade detail platoon on day when a BT detail company is not scheduled.

<u>USING AGENCY</u>	<u>NUMBER FURNISHED</u>
Range Division, DPTM	5
Training Group	6
Command and Staff Department	3
Aviation Division, Bldg. No. 5220, Pilot St., DPTM	4
Central Issue Facility, Bldg. No. 6568	3
Directorate of Reserve Component Support	2
Patton Museum, Bldg. No. 4554, Fayette Ave., DPTM	3
Headquarters, USAARMC	2
Gaffey Hall, Bldg. No. 2369, USAARMS	4
Community Recreation Division, DPCA	4

AIT platoons will be consolidated for assignment to using activities. All agencies receiving detail personnel will pick up and return trainees where applicable, and ensure that detail personnel are fed the noon meal. Pickup will be accomplished in the parking lot adjacent to Smith Gym and Disney Chapel NLT 0730.

## APPENDIX D

## COMMUNITY RECREATION DIVISION (CRD) DETAILS

Only control status/holdover personnel will be used for the training brigade details listed below. The 194th Armored Brigade and 12th Cavalry Regiment requirements will be filled as determined by brigade policy.

<u>RESPONSIBLE COMMAND</u>	<u>USING AGENCY AND REPORTING INSTRUCTIONS</u>	<u>NUMBER FURNISHED</u>	<u>*DAYS REQUIRED</u>
4th Tng Bde	Copple Rec Cen, CRD, DPCA, Bldg. No. 6590, Second Dragoons Rd., Rept 0800	1	Sat, Sun
1st Armor Tng Bde	Smith Gym, CRD, DPCA, Bldg. No. 5927, Rhineland St., Rept 0800/1630	2	Sat, Sun
4th Tng Bde	Otto Gym, CRD, DPCA, Bldg. No. 6591, Abel St., Rept 0830	1	Sat, Sun
4th Tng Bde	Sadowski Field House, CRD, DPCA, Bldg. No. 6607, Wilson Rd., Rept 0900	1	Sat, Sun
194th Armd Bde	Barr Memorial Library, CRD, DPCA, Bldg. No. 400, Quartermaster St., 1245/1630	1	Daily
194th Armd Bde	194th Education Center Annex, Bldg. No. 2938, Knox St., 1230/1630	1	Fri
12th Cav Regt	Gammon Field House, CRD, DPCA, Radio St. Rept to Bldg. No. 850, 0800	2	Sat, Sun

**DISPOSITION FORM**

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

ABCD-GH (614)

SUBJECT

Request for Detail

TO ATZK-DPT-T-SPT

FROM Requesting Activity

DATE

CMT-1

1. Request the following detail be furnished this activity:
  - a. Number required (if applicable, specify grade and MOS):
  - b. Period (less than 7 days):
  - c. Meal arrangements: (Sack lunches) (Detail will be returned to unit for meals) (Other.)
  - d. Detail Coordinator: (Phone number, building/room number, and name of persons who will be responsible for detail.)
  - e. Purpose of detail and description of duties to be performed:
  - f. Transportation: (Will be provided by using activity.)
  - g. Uniform requirements:
  - h. Equipment requirements:
  - i. Location/phone number where duty will be performed:
2. Detail cannot be performed by military or civilian personnel assets available for duty in this activity. Reasons:
3. Use of PCF casual personnel was considered and, upon coordination with PCF, was found to be unavailable/unsuitable for this detail. (Include point of contact name, date, and phone number of person contacted on non-availability or statement as to why this type of personnel is unsuitable.)
4. Justification for detail:

\*JOHN J. SMITH  
LTC, GS  
C, Requesting Activity

\*Request must be signed by the commander or director/department head.

NOTE: Request must be submitted 30 working days before date detail is required.

## APPENDIX F

## STANDING DETAILS

<u>DETAIL</u>	<u>FREQUENCY PERIOD</u>	<u>OFF/WO</u>	<u>ENL</u>
1. Commissary Price Check Officer/ Damaged Merchandise Write-Off	Monthly/90 days	1-01-02	1 E6(UP)
2. Disbursing Officer, Cash Verification	Quarterly	2	2
3. Inventories:			
a. Fort Knox Guest House Fund Fixed Assets and Supply	Annual/until compl	1	
b. Fort Knox Morale Support Fund Fixed Assets and Supply	Annual/until compl	2 or	2 E6(UP)
c. Fort Knox Patton Museum Fund Fixed Assets and Resale	Annual/until compl	1	
d. Fort Knox Small Animal Fund Fixed Assets, Supplies, and Resale	Annual/until compl	1	
e. Fort Knox Civilian Welfare Fund Fixed Assets	Annual/until compl	1	
f. Fort Knox Club System Merchandise and Supply	Annual/1-2 days	3	8 E6(UP)
g. Fort Knox Club System Fixed Assets	Annual/5-8 days	2	
h. Community Recreation Resale Items	Semiannual	3	18 E6(UP)
i. Educational Development Branch (Tests and Locally Con- trolled Items)	Quarterly/2-3 days		1
j. Military Police Evidence Room (lost, abandoned, contraband, and abandoned property disposal)	Monthly/90 days	1	
k. Criminal Investigation Division/Evidence Inventory	Quarterly/duty days	1	
l. Bachelor Officer Housing Fixed Assets	Annual/until compl		1
m. Fort Knox Nonappropriated Accounting	Annual/1 day		1

DETAIL

n. Fort Knox Aero Klub Fixed  
Assets, Supply, and Resale

FREQUENCY PERIOD

OFF/WO

ENL

Annual/2-3 days

1

o. DOL, Tng Gp, Wpns Dept,  
and Holder Complex weapons  
inventories

Quarterly/1-2 days

1

4. Commissary Test Shoppers/  
price verification

Weekly/90 days

2

10 E4(UP)

## APPENDIX G

## "AS REQUIRED" DETAILS

<u>DETAIL</u>	<u>OFF/WO</u>	<u>NCO</u>	<u>ENL</u>
1. Boards:			
a. General Court-Martial	X	X	
b. Special Court-Martial	X	X	
c. Special Court-Martial (PCF)*	X		
d. Installation Survey Board	X		
e. Funeral Details	X	X	X
f. Officer Candidate and Warrant Officer Application Boards	X		
g. Flight Investigation Boards	X		
h. Fire Investigation Board	X		
i. Aircraft Accidents Investigation Board	X		
j. Aircraft Collateral Board	X		
k. Personnel Elimination Boards	X		
2. Line-of-Duty Investigations	X		
3. Reports of Survey	X		
4. Article 32 Investigations	X		
5. Survivor's Assistance Officer	X	X	
6. Miscellaneous Investigations	X	X	
7. Miscellaneous Inventories	X	X	
8. Escort Duty	X	X	X

\*Residual names from nominee list for post General/Special Court-Martial will be forwarded to PCF by SJA to fill this requirement.

## MILITARY FUNERAL REQUEST

DECEASED:

NAME: \_\_\_\_\_ SSN \_\_\_\_\_ GRADE \_\_\_\_\_  
 ACTIVE DUTY \_\_\_\_\_ RETIRED \_\_\_\_\_ VETERAN \_\_\_\_\_  
 BURIAL PLACE \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 FUNERAL SERVICES \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TIME \_\_\_\_\_ DATE \_\_\_\_\_  
 FUNERAL HOME (NAME) \_\_\_\_\_ PH. NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 DETAIL REPORT TO \_\_\_\_\_ TIME \_\_\_\_\_  
 CASUALTY ASSISTANCE OFFICER: NAME \_\_\_\_\_ RANK \_\_\_\_\_  
 DUTY PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 HONORS REQUESTED BY \_\_\_\_\_ CALL RECEIVED FROM \_\_\_\_\_  
 REQUEST INCLUDES: FIRING TEAM \_\_\_\_\_ BUGLER/TAPE RECORDER \_\_\_\_\_ PALLBEARERS \_\_\_\_\_  
 CHAPLAIN: PROT \_\_\_\_\_ CATH \_\_\_\_\_ JEWISH \_\_\_\_\_ OTHER \_\_\_\_\_  
 SERVICE REPRESENTATIVE \_\_\_\_\_  
 PERSON NOTIFIED FOR CHAPLAIN \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 PERSON NOTIFIED AT 194th ARMD BDE/2d ATB \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 PERSON NOTIFIED AT 113TH ARMY BAND \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 PERSON NOTIFIED FOR SERVICE REPRESENTATIVE \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 BURIAL ON POST:  
 ENTRANCE AND ARRIVAL TIME \_\_\_\_\_  
 PERSON NOTIFIED AT MP STATION \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 PERSON NOTIFIED AT AIRFIELD \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 REQUEST RECEIVED BY \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 PERSON NOTIFIED AT (BN/SQDN) \_\_\_\_\_  
 (NAME, GRADE, TIME & DATE)  
 DETAIL OIC/NCOIC (NAME) \_\_\_\_\_ UNIT \_\_\_\_\_  
 DETAIL DEPARTS (DTG) \_\_\_\_\_  
 PERSON NOTIFIED AT 113th ARMY BAND \_\_\_\_\_  
 BUGLER (NAME) \_\_\_\_\_ GRADE \_\_\_\_\_ SSN \_\_\_\_\_  
 PERSON NOTIFIED AT TMP \_\_\_\_\_  
 REQUEST RECEIVED BY \_\_\_\_\_ FROM \_\_\_\_\_



## CHECKLIST FOR FUNERAL DETAILS

UNIT FURNISHING DETAIL	DATE & TIME	NAME OF DECEASED (Last - First - Middle)
------------------------	-------------	--

## PART I - ACTION

- ☐ 1. Select trained personnel for the detail. Where possible, insure that there is minority personnel assigned.
- ☐ 2. Initiate request for TDY travel orders when appropriate.
- ☐ 3. Arrange for transportation as needed.
- ☐ 4. Procure necessary weapons and ammunition, which are maintained in possession of OIC/NCOIC until needed for firing. Insure sufficient blanks on hand to conduct the ceremony.
- ☐ 5. Insure that the firing squad is rehearsed in accordance with procedures outlined in FM 22-5 and inspected prior to departure and immediately preceding the funeral, checking for: marching, manual of arms, simultaneous firing, sizing and dress.
- ☐ 6. Insure that the pallbearers are rehearsed in the proper procedures to be followed at the funeral service and at the cemetery, to include the folding of the interment flag, checking for: uniformity, timing, signals, level of casket and correct procedures (deceased carried feet first).
- ☐ 7. Brief all participating personnel on the Standards of Conduct and decorum required by the Army at funeral ceremonies, and insure that all members of the detail present an outstanding military appearance.
- ☐ 8. Conduct an inspection for:
  - a. Hair closely trimmed.
  - b. Uniforms neatly pressed. (On long distance trips, the ceremonial uniform will not be worn but carried to destination.)
  - c. Clean webbing.
  - d. Fingernails short and clean.
  - e. Properly fitted hat, uniform and tie.
  - f. Gloves and overcoat (if worn) clean.
- ☐ 9. Coordinate with the band for rehearsal with bugler prior to departing (if necessary).
- ☐ 10. Insure that one extra EM, trained for both firing squad and pallbearer, is available on the team.

## PART I - ACTION (continued)

- ☐ 11. Plan route and travel time so as to arrive NLT an hour prior to requested time (insure that the best route is taken).
- ☐ 12. Plan for alternate methods of transportation to cover any emergency that could prevent the funeral detail from accomplishing its mission.
- ☐ 13. Brief assigned drivers on route, departure time, emergency action, use of POL credit cards, vehicle condition and appearance and importance of the mission.
- ☐ 14. Inspect vehicles to be used. Vehicles must be clean and have had all scheduled and driver maintenance performed.
- ☐ 15. Insure knowledge of action to be taken in case of vehicle breakdown.
- ☐ 16. Contact civilian funeral director and Survivor Assistance Officer for further instructions upon arrival at destination, confirm time of funeral.
- ☐ 17. Insure that SAO/Funeral Director has informed family and other members of the funeral party about noise created when volley of shots fired, in order not to startle them.
- ☐ 18. Insure that the firing squad makes a reconnaissance of the gravesite and conducts a gravesite rehearsal (no blanks fired) prior to burial service. Check gravesite to insure proper site; select the location of the firing party (squad placed broadside to and 20-30 yards from gravesite); parking plan for vehicles.
- ☐ 19. Obtain After Action Report Funeral Detail (USAARMC Form 3433) from SAO and forward it along with this checklist within 5 working days after returning to Fort Knox.

## PART II - FINANCIAL DATA

- 1. Total cost \$\_\_\_\_\_.
- 2. Total manhours \_\_\_\_\_.
- 3. Total number personnel committed \_\_\_\_\_.
- 4. Remarks:

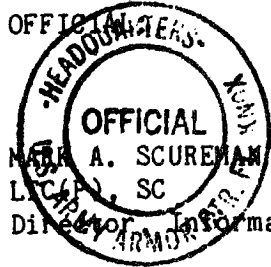
STATEMENT: All action checked above has been completed.

TYPED NAME AND GRADE OF OIC OR NCOIC

SIGNATURE

<b>AFTER ACTION REPORT FUNERAL DETAIL</b>		<b>NAME OF DECEASED</b>		<b>DATE</b>
<b>TO:</b>		<b>FROM:</b>		
1. FOR THE PURPOSE OF CONDUCTING A MILITARY FUNERAL, A DETAIL REPORTED AS INDICATED BELOW:				
<b>A. NAME OF UNIT FURNISHING DETAIL</b>		<b>B. DETAIL WAS COMPOSED OF</b> <input type="checkbox"/> Pollbearers <input type="checkbox"/> Firing Squad <input type="checkbox"/> Bugler <input type="checkbox"/> Chaplain		
<b>C. DATE</b>	<b>D. TIME</b>	<b>E. REPORTED TO (Name)</b>		<b>F. LOCATION</b>
2. OVERALL APPEARANCE OF TROOPS. <input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory				
3. PERFORMANCE OF DETAIL AT CHAPEL AND BURIAL SITE.				
<b>A. SIZING AND DRESS</b> <b>B. MANUAL OF ARMS</b> <b>C. MARCHING</b> <b>D. UNIFORMITY</b> <b>E. TIMING</b> <b>F. CORRECT PROCEDURE</b> <b>G. LEVEL CASKET</b> <b>H. POSITION</b> <b>I. SIMULTANEOUS FIRING</b> <b>J. FLAG FOLDING</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent <input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average <input type="checkbox"/> Above Average	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Unsatisfactory
4. PUNCTUALITY OF DETAIL:				
<b>A. FUNERAL SITE</b>		<b>B. BURIAL SITE</b>		
5. THE FOLLOWING PROBLEMS WERE ENCOUNTERED (Specify and explain.) (Continue on reverse side if necessary.)				
6. SIGNIFICANT COMMENTS OR REMARKS OF THE SURVIVOR ASSISTANCE OFFICER, FUNERAL DIRECTOR, OR NEXT-OF-KIN.				
7. RECOMMENDATIONS FOR IMPROVEMENT (Continue on reverse side if necessary.)				
<input type="checkbox"/> CHECKLIST ATTACHED		<b>TYPED NAME AND GRADE OF SAO</b>		<b>SIGNATURE</b>

FOR THE COMMANDER:



DONALD W. WILLIAMS  
Colonel, GS  
Chief of Staff

DISTRIBUTION:

2 - ATZK-GC	35 - ATZK-DPT
1 - ATZK-CH	1 - ATZK-DPT-T-ED
2 - ATZK-AR	1 - ATZK-RM
1 - ATZK-IR	5 - ATZK-RM-FA
1 - ATZK-IG	20 - ATSB-DAC
1 - ATZK-JA	1 - ATSB-MAG
3 - ATZK-PAO	1 - ATSB-TSMT
2 - ATZK-PM	5 - ATSB-CS
1 - ATZK-EEO	5 - ATSB-MA
1 - ATZK-CP	5 - ATSB-CD
1 - ATZK-PA	5 - ATSB-WP
1 - ATZK-PA-S	1 - ATSB-DOES
2 - ATZK-CFA-RM	15 - AFVL
4 - ATZK-CFA-S	10 - ATSB-SB
1 - ATZK-CFA-CR	10 - ATZK-TC-TBA
10 - ATZK-CFA-FS	10 - ATZK-TC-TBD
1 - ATZK-CFA-FS-X	1 - ATZK-TC-RS
10 - ATZK-CFA-CO	1 - ATZK-TC-TBF
2 - ATZK-CFA-AD	1 - ATNCG
13 - ATZK-AG	3 - ATZK-AE
2 - ATZK-AG-MO	1 - ATME-KX
1 - ATZK-AG-T	150 - ATZK-IM-O-RM-LIB
2 - ATZK-DRC	25 - ATZK-RM-FM
1 - ATZK-DS	
3 - ATZK-IM	
4 - ATZK-IM-O-RM	
1 - ATZK-IM-O-RM-DP	
1 - ATZK-IM-O-PR-P	
1 - ATZK-IM-O-PR	
3 - ATZK-IM-IC	
1 - HSXM	
2 - HSBM	
2 - ATZK-DC	
6 - ATZK-DI	
2 - ATZK-DI-M	
12 - ATZK-DI-S	
4 - ATZK-DI-TC	
8 - ATZK-EH	